

**DUFFERIN COUNTY COUNCIL  
ADDENDUM**

**Thursday, January 14, 2010  
7:00 p.m.**



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**7 CORRESPONDENCE**

- 7.3 Town of Shelburne and the Townships of Amaranth, East Garafraxa, East Luther Grand Valley and Mulmur - Resolution – Community Emergency Management /AODA Accessibility Coordinator**

*For consideration of Council.*



*The Corporation of*  
**THE TOWN OF SHELBURNE**

*Municipal Offices:*

*203 Main Street East, Shelburne, Ont. L0N 1S0 - Telephone: (519) 925-2600 - Fax (519) 925-6134  
e-mail: shelburne@townofshelburne.on.ca*

*Office of the Mayor*  
ED CREWSON, B. ADMIN.

**JOHN TELFER, AMCT, CAO/Clerk**  
**CECILE GRANT, AMCT, Treasurer**  
**SCOTT WHEELDON, A.Sc.T.**  
Director of Public Works

January 13, 2010

County of Dufferin  
51 Zina Street  
Orangeville ON L9W 1E5

Attention: Pam Hillock, Clerk

Dear Ms. Hillock,

Further to the attached letter from the Township of Mulmur dated January 7, 2010, please be advised that the following resolution was passed at the 11th of January 2010 meeting of the Shelburne Town Council:

**Motion #13 Cavey – Benotto**

**BE IT RESOLVED THAT** Council receives and accepts the letter from the Township of Mulmur regarding the Community Emergency Management Coordinator as presented and circulated;

**AND FURTHER THAT** the Town of Shelburne Council endorses this same recommendation to the County of Dufferin.

**CARRIED: J. Ed Crewson**

If you have any questions, please do not hesitate to contact me.

Yours truly,  
TOWN OF SHELBURNE

John Telfer, AMCT  
CAO/Clerk



CORPORATION OF THE  
**township of mulmur**

758070 2nd Line E., Terra Nova  
R.R.2, Lisle, Ontario · L0M 1M0  
TELEPHONE: 705-466-3341 · FAX 705-466-2922

January 7, 2010

Ms. Pam Hillock, Clerk  
County of Dufferin  
51 Zina Street,  
Orangeville, Ontario. L9W 1E5

Dear Ms. Hillock:

**Re: Community Emergency Management Co-ordinator – Community Services Staffing**

Mulmur Township Council at their Tuesday January 5<sup>th</sup> meeting passed the following motion concerning the above matter:

“That Council receive and approve the report of Terry Horner, CAO/Clerk, dated December 17<sup>th</sup>, 2009, concerning a Community Emergency Management Coordinator (CEMC)/Accessibility Co-ordinator and support the replacement of the CEMC position at the County as a joint duty position of “CEMC Emergency Management and AODA Accessibility Coordinator” for the County and local municipalities.”

Should you have any questions, please do not hesitate to contact the undersigned.

Yours truly,

Terry Horner, A.M.C.T.  
CAO/Clerk

c. Dufferin Area Municipalities ✓

# THE CORPORATION OF THE COUNTY OF DUFFERIN



## REPORT TO COMMUNITY SERVICES COMMITTEE



**To:** Warden Montgomery and Members of Council  
**From:** Keith Palmer, Director of Community Services  
**Date:** November 12, 2009  
**Subject:** Community Emergency Management Co-ordinator – Community Services Staffing

### **PURPOSE:**

This is a supplementary report to that of Keith Palmer, Director of Community Services originally dated October 29, 2009 - Report to Committee. The purpose of this report is to propose the recruitment of a Community Emergency Management Coordinator immediately.

### **BACKGROUND & DISCUSSION:**

#### **Community Emergency Management Coordinator (CEMC)**

The Community Emergency Management Coordinator is vacant and the duties have been taken up by the Director of Community Services and the Research and Program Manager. This position is not included in the 2009 budget. Given the importance of the CEMC's role, the recent concerns around pandemic planning (eg. The H1N1 Flu), it is now recommended this position be filled as soon as possible. The position will effectively support the County and its constituent municipality's emergency preparedness plans.

The Emergency Management and Civil Protection Act and its supporting Ontario Regulation 380/04 set out requirements for the development, implementation and maintenance of municipal emergency management programs and the requirement to have a CEMC. The obligations for compliance (15 components) are defined in the act and all municipalities (the county and all 8 member municipalities) are required to meet compliance annually. It must also be made clear that the mitigation and preparedness of potential emergencies should rest with one individual (with an alternate) and not several different staff as is the current structure. The need to promote consistency, responsibility and accountability must be considered. Although each member municipality and its control groups have specific instructions and responsibilities for the ongoing management of emergencies, centralized coordination and communication remains vital.

The ongoing coordination responsibilities of the CEMC position will benefit the County and lower tier municipalities by supporting them with annual exercises and with other provincial compliance concerns.

The Accessibility Standards for Customer Service is now law. Under the act, businesses and organizations will have to comply with specific requirements. The standard requires every designated public sector organization in Ontario meet compliance by January 2010. In order to achieve compliance eleven items must be addressed. The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) also requires that organizations file accessibility reports on standards that apply to them. Considering both the Emergency Management and Civil Protection Act and the Accessibility for Ontarians with Disabilities Act, it is also recommended that the duties of the CEMC be combined with the responsibilities of meeting the Ontario Accessibility Standards. With similar community/staff education processes, training and compliance requirements, the transferable skills required to manage both responsibilities will be appropriate for this position. The CEMC will also be working closely with the Accessibility Advisory Committee to assist with Accessibility compliance.

**Financial Impact:**

As of October 2009, it is clear the Emergency Services area of the 2009 Community Services Budget will be underspent, mostly due to the planned Emergency Exercise, provided in the 2009 Budget, not taking place in 2009. The CEMC position is in the Draft 2010 Budget, for ten months commencing March 1, 2010. There has been some demand expressed for the CEMC position to begin sooner. For the CEMC to start at the beginning of 2010, or two months earlier, it would add \$14,500 to the Draft 2010 Budget.

This \$14,500 cost is less than the savings realized in 2009 from the Exercise deferral. The appropriate action to be taken from a financial perspective, to be able to use 2009 savings for 2010 purposes, is:

1. Reserve of \$14,500  
Record in 2009 a Transfer to the Emergency Systems
2. in 2010 by \$14,500  
Increase the Salaries and Benefits budget for the CEMC
3. Budget of \$14,500 namely a Transfer from Reserve (being a transfer from the Emergency Systems Reserve) to keep the 2010 Budget in balance  
Add a revenue line to the 2010 Emergency Services

**Local Municipal Impact:**

The hiring of a new CEMC will directly impact the local municipalities as this position is critical in ensuring the County and its area municipalities meet the requirements of the Emergency Management and Civil Protection Act and the County meet the requirements The Accessibility for Ontarians with Disabilities Act.

**Recommendation:**

THAT the report of the Director, Community Services dated November 2, 2009 be received;

AND THAT staff be authorized to begin the recruitment of a Community Emergency Management Coordinator position immediately.

AND THAT the funds required to offset the salary of the CEMC be taken from the Emergency Management, Administrative and Programs cost in the 2009 Emergency Management budget.

Respectfully submitted  
Keith Palmer  
Director, Community Services.



# THE CORPORATION OF THE TOWNSHIP OF AMARANTH

NUMBER \_\_\_\_\_

MOVED BY: Bill Cowie

DATE: JANUARY 13, 2010

SECONDED BY: Percy Way

**BE IT RESOLVED THAT:**

**THE COUNCIL OF THE TOWNSHIP OF AMARANTH DO HEREBY CONCUR WITH CAO REPORT, AND SUPPORT THE REPLACEMENT OF THE CEMC POSITION AT THE COUNTY AS A JOINT DUTY POSITION OF "CEMC EMERGENCY MANAGEMENT AND AODA ACCESSIBILITY COORDINATOR" FOR THE COUNTY AND LOCAL MUNICIPALITIES; AND RESOLUTION BE FORWARDED TO THE COUNTY FOR THEIR CONSIDERATION.**

Administration Department  
Received

JAN 14 2010

For Information: \_\_\_\_\_

For Action: \_\_\_\_\_

Defeated

Carried

Head of Council

**Recorded Vote**

**Yea**

**Nay**

**Abstain**

Deputy-Mayor Walter Kolodziechuk

Councillor Jane Aultman

Councillor William Cowie

Councillor Percy Way

Mayor Don MacIver

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REPORT TO: Mayor MacIver and Members of Council  
FROM: Susan M. Stone, CAO/Clerk-Treasurer  
DATE: January 11, 2010  
SUBJECT: Community Emergency Management Coordinator/  
Accessibility Coordinator



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**PURPOSE:**

The purpose of this report is to get support from Council to recommend to the County of Dufferin the hiring of a person to be the CEMC/Accessibility Coordinator for the municipalities in Dufferin.

**BACKGROUND & DISCUSSION:****Community Emergency Management Coordinator (CEMC)**

The attached report was presented to County Council in November. This report proposed to hire a person to fill two functions at the County. An Emergency management person to serve the County and local municipal requirements combined with an accessibility function, for County purposes only, having duties and requirements under new legislation dealing with accessibility.

Their report as written, does not deal with conformity to accessibility at the local level; however County staff, at a meeting of the Dufferin Municipal Officers, has indicated a willingness to include local municipalities' conformity requirements under that position, subject to County Council approval. The requirements recently brought down by the Province to the public sector to be conformed to by January 1, 2010, are just the beginning of time consuming and detailed change required under the legislation, Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

The following is an excerpt from the AODA website.

**"Accessibility for Ontarians with Disabilities Act Information**

The stated purpose of the Accessibility for Ontarians with Disabilities Act (2005) is to develop, implement and enforce accessibility standards in order to achieve accessibility for Ontarians with disabilities with respect to goods, services, facilities, accommodation, employment, buildings, structures and premises.

Accessibility will be achieved through the implementation of Standards in the areas of:

- Customer Service
- Transportation
- Information and Communications
- Built Environment
- Employment "

It appears that the next standard to roll out from AODA is going to be the "Employment Standard" as this has already been delivered to the Minister, with the "Information and Communications Standard" to follow soon after. As a start, policies for hiring and

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accommodating a person with a disability will have to be developed, implemented, maintained and reported back to the Province. Requirements under the legislation and regulations are stringent and penalties for non-compliance are severe, with both corporate and personal penalties.

The Municipal Officers of Dufferin discussed this matter at a recent meeting, and a suggestion was made that the proposed County position as described in the County report should apply to all the Dufferin Municipalities who wish to participate in both the emergency aspect and the AODA requirements. Please note that all Dufferin municipalities currently share the County CEMC position.

**FINANCIAL IMPACT**

The cost of this employee will be covered in the budget of the County.

**RECOMMENDATION**

"THAT the Council of the Township of Amaranth support the replacement of the CEMC position at the County as a joint duty position of "CEMEC Emergency Management and AODA Accessibility Coordinator" for the County and Local Municipalities".

Respectfully submitted,

Susan M. Stone, CAO/Clerk-Treasurer

(Attach.)